



Lending Policy and Agreement

By borrowing the laptop you acknowledge you are agreeing to the following terms:

Eligibility

- Borrowers must be 18 years old or older.
- Borrowers must be Library card holders in good standing with a current address on file and no outstanding fines greater than \$20.
- A *limited use* Library card may not be used.
- A valid Sunnyvale Public Library card AND a current photo ID must be presented at the time of checkout.
- Borrower must have sufficient proficiency to operate the laptop, including knowledge of how to start and shutdown, and how to save files to a USB drive or to an online site.
- Borrower must be willing to learn to use the software on the Maker PC independently. Library staff is unable to provide instruction on how to use the software. An FAQ sheet that includes a list of self-guided software tutorials is available at the reference desk.
- Borrower must be willing to submit a short printed survey about the use of the Maker PC upon its return.
- Patrons in past violation of this agreement or other Library policies may be prohibited from using the Maker PC.

Guidelines for Use

- The Maker PC is for Library use only and is not to be removed from the Library at any time. Bring the Maker PC to the Information Desk to be held for you if you need to leave the Library or use the restroom.
- The Maker PC must be directly supervised only by the borrowing patron at all times. It is the responsibility of the borrower to bring the Maker PC to the reference desk for a hold. It is not possible for another to “watch” or “return” the Maker PC for the borrower.
- Software and settings may not be altered. Nothing can be added or removed from the Maker PC’s internal storage.
- Borrowers are prohibited from saving work on the hardware of the Maker PC. It is the responsibility of the borrower to save projects to a personal USB drive or an online cloud storage service such as DropBox or Google Drive.
- Using the Maker PC for surfing the Internet, social media, or composing messages is prohibited. Email or other online services may be used only for retrieval of photos and files to be used in digital projects on the Maker PC or as a way to save your project.
- All digital projects must be legal and appropriate for viewing by all Library users, including children. The Maker PC is for use in a public space and as such all projects must be appropriate for public viewing.
- As with any electronic device, use care when handling the Maker PC.
- Priority will always be given to first-time users of the Maker PC. Repeat patrons are not guaranteed continued access to the machine, and repeat loans are subject to review on a case-by-case basis.

Any inappropriate use of the Maker PC will result in a mandatory and immediate return of all equipment and a forfeiture of any future access to the equipment. The Maker PC may be confiscated by staff if it is left unattended.

Loan Requirements

- Borrowers must read, understand, and sign this agreement at the Service Desk in the presence of a Library staff member every time (s)he checks out a Maker PC.
- The Maker PC can only be checked out from and returned to a Service Desk librarian during open hours. DO NOT USE RETURN MACHINE or BOOKDROP.

Returning the Maker PC

- The Maker PC is due one hour before closing on the day that it is borrowed regardless of pick up time. If the Maker PC isn't returned by then, it is assumed that the equipment is stolen. The full cost of replacement will be charged to the borrower's Library account and the Library may report the theft to law enforcement authorities.
- As a continuing project, a brief written survey is required at the time the Maker PC is returned. Surveys are found in the carrying case or at the Information Desk.

Fines and Liability

The borrower is responsible for all costs associated with damage or loss of the Maker PC hardware, software, screen, and peripherals including the carrying case and power cords. Pre-determined fees include, but are not limited to, the following:

Maker PC	\$1925.00
Includes: Laptop	\$800.00
Accessories - All	\$125.00
MS Office Pro	\$400.00
Adobe Creative Cloud Software Suite	\$600.00
If lost separately:	
Carrying Case	\$35.00
Power Block & Cord	\$30.00
Battery Pack	\$30.00
USB Mouse	\$10.00
Location Tracking Device	\$20.00

Be aware that other components, such as a cracked monitor, may require an estimate for repairs and that the full cost of the estimate as well as the repair may be charged to the borrower. Borrowers will not be allowed to purchase replacement parts or components to replace damaged items.

- It is the responsibility of the borrower to inspect the equipment and peripherals including the case and the charger and to report any damage or missing items immediately. The borrower's Library account will be charged if any items are missing or damaged after the return of the Maker PC.
- The Library makes no guarantees regarding the saving, storing, and functionality of the software on the Maker PC. Borrowers are responsible for saving and backing up their files to either cloud storage services or their own flash drives. 4G flash drives are sold at the circulation desk for \$5.00 each.
- AVG anti-virus software is included on the Maker PC, but the Library makes no guarantees, warranties, or refunds regarding the corruption of USB drives, retrieved or downloaded files, or other software, documents, or files while using the Maker PC. Borrowers use the Maker PC at their own risk.

By reserving or borrowing the Maker PC, I state that I have read and understood the entire Lending Policy and Agreement and that I agree:

- To abide by the Sunnyvale Library's Maker PC lending guidelines as stated above.
- To pay full repair and/or replacement cost should the Maker PC or any peripherals be stolen, lost, not returned on time or damaged.
- To indemnify and hold harmless the Sunnyvale Public Library and its officers, employees and agents from any loss, cost, damages and other expenses incurred arising out of borrowing the Maker PC.

Print Name: _____

Signature: _____

Library Card Number: _____

Date: _____

Name: _____